

Agency:
Date:
Monitors:

Client Name								
System ID								
Job #								
Funding Source								
Client App Date								
Days Between App and Completion								
Mark as Complete Date								
Quality Control Inspection Date								
Year of home construction								
Age of home								
Material Cost								
Dwelling Type								
HURMs page complete								
Primary Fuel Type								
Primary Heat Replacement								
WH Fuel Type								
Cook Stove Fuel Type								
Refrigerator SIR								
	P	F	P	F	P	F	P	F
Additional Utility Partnership Documentation (if applicable)								
a. Appalachian Power Low Income Program Customer/Property Owner Acceptance								
1. Customer Release of All Claims and Authorization to Use Data								
2. Property Owner Release of All Claims and Authorization to Use Data (rental)								
3. APCo Low Income Program Poperty Owner Agreement (rental)								
4. APCo DSM Sq Ft Calculator								
ASHRAE 62.2-2013 Calculation From								
a. RED ASHRAE 62.2-2013 Ventialtion on-line <u>OR</u> spreadsheet								
CAZ Worst Case Depressurization								
Carbon Monoxide Warning Statement (if applicable)								
Combustion Analysis & Draft Tapes (if applicable)								
Customer Satisfaction Form								
Daily In/Out Material Control Record								
DBA FACS Pro Client Intake - Customer Consent Form								
DBA FACS Pro Client Intake - Weatherization Consent Form								
Energy Audit Data Collection Form <u>OR</u> MHEA Audit Data Collection Form								
Energy Education Documentation								
a. Energy Education Certification								
b. Energy Savers Partnership Plan								
c. First Energy Energy Education - Our Partnership Agreement								
d. Client Education Follow-Up Report (optional)								
General Hold Harmless Statement (if applicable)								
Hold Harmless Statement (if applicable)								
Historic Preservation Documentation (HP) (if applicable)								
a. HP Review Data Sheet								
b. HP GIS map								
c. HP Photo								
State Historic Preservation Office (SHPO) Documentation (if applicable)								
a. Scope of Work								
b. West Virginia Historic Property Inventory Form (HPI)								
Income Re-verification Documentation (if applicable)								
Income Verification Documentation (including Zero Income Affidavit)								
Insulation Certificate Photo								
Lead Renovator Documents								
a. Renovator's Jobs Records Checklist								
b. EPA Pre-Renovation Record								
c. LeadCheck Test Kit Documentation Form								
d. D-Lead Test Kit Documentation Form								
e. Paint Chip Collection Form								
f. Trained Workers Performing Lead Disturbance Work								
g. Renovator's Work Practices Record								
h. Cleaning Verification Certification Form								
i. Renovator Recordkeeping and Reporting Form								
Manual D Documentation (if applicable)								
Manual J Documentation (if applicable)								
a. Manual J Load Calculation <u>OR</u> WA Recommended Measures Output Report								
Mold and Moisture Assessment Findings								
Owner Agreement Form (if applicable - renters only)								
a. DBA FACS Pro Client Intake - WAP Rental Release & Agreement								
b. DBA FACS Pro Client Intake - WAP Landlord Owner Investment Form								
Photos - Additional								
Photos - Existing/Replacment Equipment								
Photos - H&S Furnace Replacment								
Photoes - Interim Weatherization								
Photos - Lead Safe Work								
Photos - Post Weatherization								
Photos - Pre Weatherization								
Quality Control Inspection Form								
Refrigerator Inspection and Replacement Form (if applicable)								
Solid Fuel Appliance Condition Report (if applicable)								
Utility Bill Documentation								
Weatherized Unit Tag Photo								
WA NEAT <u>OR</u> MHEA Recommended Measures Output Report								
WA Work Order								
West Virginia Multi-Famiy Agreement (if applicable)								
a. Agreement with Exhibits A & B (pages 1 - 6)								
b. Exhibit C								
c. Exhibit D								
d. Exhibit E								
V.11.2014								